

SIGN IN SHEET

IFB-PMB-2011-32

**FURNISH TREE TRIMMING SERVICES AT KALAKAUA HOMES,
MAKUA ALII AND PAOKALANI UNDER ASSET MANAGEMENT
PROJECT 34 LOCATED ON THE ISLAND OF OAHU**

INSTRUCTIONS

Please fill out this sheet and leave original when you pick up your bid packet. A copy will be made for you. Take the copy with you as it contains important dates, times and information.

Read this packet carefully. If you have any questions, please call Rick Sogawa at 832-6038.

Note: Please fax this sheet to 832-6039 if this document was downloaded through the Hawaii Public Housing Authority's website.

Pre-Bid Conference/Site Inspection:	Wednesday, January 4, 2012, 9:00 a.m. at the Kalakaua Homes Community Hall, 1545 Kalakaua Avenue, Honolulu, Hawaii, 96826. A site inspection to follow at approximately 10:15 a.m. Hawaii Standard Time (HST).	
Bid Offer Form Due Back:	Due before <u>10:00 a.m. HST on January 18, 2012</u> at the HPHA, 1002 North School Street, Building D – Central Files, Honolulu, HI 96817	
Bid Opening:	Wednesday, January 18, 2012	At 10:15 a.m. HST at the HPHA, 1002 North School Street, Building D – Contract and Procurement Office, Honolulu, Hawaii 96817.
Date: _____		
Company: _____		
Address: _____		

Phone No. _____		Cell No. _____
Fax No. _____		
Email Address: _____		
Contact Person: _____		

Signature of Person Picking Up Packet

REQUIRED ATTACHMENTS:

The following must be submitted with the Bid Offer Form:

- | | |
|---|---|
| <input checked="" type="checkbox"/> Certificate of Compliance LIR #27 | <input checked="" type="checkbox"/> DCCA Certificate of Good Standing |
| <input checked="" type="checkbox"/> Wage Certificate | <input checked="" type="checkbox"/> Corporate Resolution (indicating who is authorized to sign bid documents & contracts) |

The following shall be submitted prior to execution of a contract.

- | | |
|---|---|
| <input checked="" type="checkbox"/> Certificate of Insurance(s) | <input checked="" type="checkbox"/> Valid Tax Clearance Certificate |
| <input type="checkbox"/> Other: _____ | |